

A St. Michael's CE (VA) Junior School Policy



EDUCATIONAL VISITS POLICY

Reviewed by Business & Resources Committee:	Spring 2020
Ratified by Business & Resources Committee:	Spring 2020
To be reviewed:	Spring 2023

Introduction

We believe that school visits, both of a daily and residential nature, are of vital importance to a child's learning. We believe that direct, first hand experiences lead to effective teaching and learning and that it is not always possible to provide these experiences in the classroom. We realise the importance and value of enquiry based learning. We are also conscious of our obligation to provide a broad and balanced curriculum and to ensure that the National Curriculum is covered. Each visit is an integral part of the curriculum, linked to each 'Themed Learning Journey', and therefore enhances school based teaching and learning. Each visit is well planned, to allow the maximum benefit to be obtained within a safe environment. We aim to provide exciting opportunities within each 'Learning Journey', which could take the form of a local community half day visit or a full day trip e.g. to the 'British Museum', with the opportunity for two residential visits in Key Stage Two.

Permission must be sought from the LA and Governing Body at least 6 weeks prior to a visit that will last more than one day and at least 4 weeks prior to a day visit which includes adventurous activities. Other visits must have the approval of the Headteacher and the Educational Visits Coordinator (EVC) in advance of booking the visit, allowing approximately three weeks for notification to be sent to parents.

EVOLVE

All school trips organised by St. Michael's Junior School now take place via the EVOLVE system adopted by and managed for the Federation by Essex CC. Trip Organisers must complete the forms themselves online and should begin work as soon as trips have been approved, as this will allow them to collect the appropriate information gradually. This will be monitored by the EVC. Training on the use of EVOLVE will be given annually, as appropriate. All forms for residential visits should be submitted to the EVC at least one month before departure. Other local visits are approved by the EVC and should be submitted at least 2 weeks in advance. St. Michael's currently uses the EVOLVE system for overseas, residential and day visits only.

Local Visits That Do Not Require Transport

Whenever possible, we like to use the local environment to support learning. All local visits will operate under the 'Local Area Visit Operating Procedure' (See Appendix 1).

Local Visits Where Children Are Transported by the School's Minibus

Where children are transported by our school minibus to local venues, the 'Local Area Operating Procedure' (Appendix 1) will apply, alongside guidance from ECC (HSP 9.24 Minibuses - see EVOLVE Resources. See also Mini Bus Policy (copy attached after Appendix 1).

Visits Lasting Up To One Day (Day Visits)

The Headteacher is responsible for agreeing, in principle, to the nature and date of any educational visit prior to any booking being made. The Headteacher delegates the management and approval of visits to the Educational Visits Co-ordinator (EVC). All day visits, however, will require the final approval of the Headteacher. Approval may also be needed from Local Authority if the visit is to include adventurous activities and the Governing Body, in the case of residential visits.

Planning a Visit

When planning a visit, staff will use the code of practice for educational visits ("Health and Safety at Work Code of Practice No 28: Safe Practice on Educational, Adventurous and Recreational Visits" April 2003 and Educational Visits Policy update 2009) to assist in the organisation of the visit. There is a checklist of factors to consider, when preparing for your visit, attached to this policy for easy reference.

Approval for a Visit

When seeking approval for a visit, staff should be able to demonstrate to the Headteacher/EVC/Governing Body that they have:

- Considered the objectives for the visit.
- Considered the staffing and supervision for the visit.
- Acquired a satisfactory knowledge of the location through a preliminary visit.
- Consulted with the Headteacher prior to making any provisional booking with regard to the location and with reference to other events in the diary.
- Consulted with the office staff to provisionally book or arrange transport if needed using recognised or approved providers.
- Costed the visit and identified charges and voluntary contributions in line with the Charging and Remissions Policy (including an assessment of the likelihood of voluntary contributions being met)
- Completed an on-line risk assessment form (for residential and one day visits) and considered ways to limit potential hazards.
- Checked insurance cover for the visit.
- Sought LA approval if needed.

Once the Headteacher/EVC/Governing Body has approved the visit, final confirmation can be carried out with the location and any travel firms.

Facilities on the coach should conform to the Governing Body's policy, which means that the coach must be fitted with seat belts and there must be one child to one seat.

The office will need the following information in order to provisionally book or confirm transport arrangements:

1. Date of visit and the location.
2. What time to leave school and what time the party is intending to return.
3. The number of children and adults.

Notifying Parents of a Visit

Parents should be notified in writing of a day visit at least two weeks prior to the date of the visit. All letters to parents must be sent out via the school office and must have been approved by the headteacher. The letter should include:

- The location of the visit.
- The voluntary contribution towards the cost of the visit.
- The time of departure, and the time of arrival home.
- The reason for the visit, a brief outline of the content of the day and activities in which the children will be engaged.
- Arrangements for lunches, clothing, pocket money and information about what should and should not be taken on the visit by way of personal property.
- A request to parents to inform the school of travel sickness or other medication.

For a day visit, the following paragraph must also be included:

"We wish to make it clear that no pupil will be denied participation in this visit, if it takes place, on the grounds that no contribution had been made on his/her behalf. Equally it will be clear that the school does not have any resources to subsidise non-contributors, and so if contributions do not match the amount needed to meet the cost of the visit, it may not take place. Please note that where monies have been paid

to external agencies in advance of visits or events, it is unlikely that this proportion of the cost will be refunded if the child is unable to go.'

The letter should also include a reply slip to be returned to the office by a given date. It should also be stressed that we are unable to take children on a visit without written parental consent. If this cannot be obtained, then a child will have to remain in school. Most trips unless adventurous in nature are covered by the overall permission slip that parents complete when children start school.

If additional adult help is required, a second reply slip could be included for parents to indicate their willingness to assist on the visit. It must be made clear that the school will approach parents who indicate a willingness to help should they be required.

Collecting Money and Reply Slips for a Visit

Reply slips handed to the staff will be forwarded straight to the office. The office staff will collate permission slips. They will notify staff of any children who have not returned slips and will contact the parents by telephone to remind them of the need for written parental consent, if necessary. Payment for trips and visits will be paid online via ParentPay and the office staff will record payments received. Parents who have not registered for ParentPay will be able to pay by cash or cheque at the school office.

If there are issues regarding voluntary contributions for a visit, the office staff or teacher must notify the Headteacher immediately.

Parents and Adults on Visits

Essex Local Authority advises adult to child ratios for day visits as follows:

One adult to accompany a group of 6 or less children of Year 3.

Two adults to accompany a group of 20 pupils with 1 additional adult per 10 children thereafter.

At least half of the adults accompanying a visit shall be members of the school staff.

Staffing ratios are dependent on the nature of the visit and the individual needs of the children participating. The ratios shown above are a minimum requirement.

Prior to the visit, all adults must be briefed by the party leader on the programme for the day. They must be clear as to which children they will have responsibility for, including any medical, behavioural or educational needs of those children. They should be clear about potential hazards identified in the risk assessment and how these can be limited. They should be made aware of the deputy party leader in larger groups. They should also be made aware of the school's procedures in the event of an emergency. All adults who have unsupervised access to children, i.e. responsibility for a group, must be CRB checked.

The Day of the Visit

The party leader is responsible for ensuring that everything is prepared for the day of the visit. They should consider:

- First aid kit
- Travel sickness equipment
- Contact details of school
- List of groups/whole party
- Pencils, worksheets etc

Lunches (drinks in plastic bottles, no sweets), bags, coats, pocket money if needed

Medication for children in the group

Letters of confirmation from the location

Cheques that may be required for payment at the location/for travel

A mobile phone

A small amount of cash for emergencies

See EVC procedures checklist for further details

The party leader is responsible for ensuring that all adults act to control hazards as identified in the risk assessment for the visit. The School uses Essex Evolve System for recording risk assessments.

The party leader should ensure that all members of the group are ready to depart, arrive at the location, are ready to leave the location at the specified time, and arrive back at the school.

Accidents and Incidents

Details of any accidents or incidents should be recorded in The Incident Book as soon as is possible.

Accidents or incidents should be reported to the Headteacher as soon as possible. Minor incidents should be reported upon arrival back at school. The Headteacher should be notified IMMEDIATELY should a more serious accident or incident occur.

The Headteacher or EVC should ensure that the party leader completes the appropriate report form using notes from The Incident Book. Newly identified hazards should be noted and placed with the risk assessment form for future reference.

Linked Policy: Charges and Remissions

Appendix 1

St Michael's CE (VA) Junior School Local Area Visit Operating Procedure

Extended Learning Locality – This should be added to your 'School Visits Policy' if you intend to use this process for all low risk, local area Learning Outside the Classroom activity.

Basic visit details (former signing out sheet) should be added to EVOLVE as a 'Local Area Visit' type.

The visit will NOT require any approval as trip information will be audited on EVOLVE and activity and approval management covered by the details below.

Boundaries

The boundaries or 'local area' visits are those undertaken within a 3 mile radius of St Michael's CE (VA) Junior School. This area includes the following frequently used venues:

Galleywood Library, St Michael's Church, Great Baddow High School, Galleywood Common, Galleywood Heritage Centre.

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head, Deputy or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- Whenever children are taken off-site, there will always be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate management techniques.
- Pupils are given clear instructions about how to cross roads safely in a group and the adults accompanying them will always supervise road crossings. Where possible, children will cross roads using zebra crossings, traffic lights, etc.

- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- When children are walking to local venues, they will wear high-viz jackets to increase visibility to motorists

Operating procedure for local travel by minibus

When children are being transported to venues by the school minibus, the following operating procedures will apply:

- Safety checks made to vehicle in accordance with ECC Education Visits Policy before use of vehicle and vehicle not used if any of the checks fail. Vehicle to have current MOT.
- Breaks planned for driver(s) and drivers not to drive when, through normal teaching workload, they are liable to be tired.
- Drivers to hold a D1 licence and have appropriate licence checks completed by the school's Business Manager.
- When travelling on the minibus, at least two adults will travel with the children.
- The minibus driver must know what to do in an emergency and how to use the fire fighting and first aid equipment.
- The driver must comply with school requirements regarding the recording of any incidents that occur during transport.
- Pupils are not permitted to board or leave minibus if vehicle is not completely stationary.
- Loading and unloading only in traffic-free area.
- Pupils to be supervised loading and unloading.
- Seating and weight capacity of minibus not to be exceeded.
- Pupils to sit throughout journey, always one to a seat and wearing seatbelts.
- School Bus sign to be used when pupils are travelling and positioned in such a way as not to obscure view.
- Be aware of passengers with special needs and have a list available.
- Check that no bags or coats are caught in doors, that luggage is secure and gangways and exits kept clear.
- Pupils briefed as to the importance of good behaviour. Pupils not allowed to attempt to communicate with other road users, particularly through signals and gestures.
- No smoking and no alcohol rules to be observed.
- Hazard warning lights to be used when pupils are loading or unloading minibus.
- Pupils advised, in advance, not to distract driver.
- Care taken when reversing, particularly if pupils are in the immediate area.
- Pupils not to be left unsupervised in the minibus.

This will only require the brief 'Local Area Visit' EVOLVE form (replacing the need for any paper based 'signing out sheet' and will audit all your LOtC activity)



St Michael's CE (VA) Junior School

School Minibus Policy

**(Based on ECC guidance and
Code of Practice HSP24)**

Reviewed by the Business and Resources Committee on	
Ratified by the Full Governing Body on	

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1. RATIONALE

1. The Governors recognise the great educational and social development value of offsite and extracurricular activities and they commend and support all staff that run and organise such. This Policy is essential as it defines the responsibilities of Governors, Headteacher and Staff when a minibus is used to transport pupils and staff. The use of the minibus will be strictly controlled to conform to the policy so that safety is treated as the overriding principle at all times

2. AIMS:

- To provide clear procedures relating to use of the School Minibus.
- To ensure that all users of the School Minibus are aware of their legal responsibilities.

3. ELIGIBILITY TO DRIVE

- 3.1. Only staff holding a minibus assessment of competence certificate, issued by ECC Fleet Operations will be permitted to drive the School Minibus. Copies of the certificate will be held by the School Office.
- 3.2. Drivers must be at least 21 years of age with a full (preferably clean) driving licence. Any endorsements incurred should be disclosed to the School Business Manager as these may affect eligibility to drive the vehicle.
- 3.3. Driving licences should be provided for checking to the School Business Manager every 6 months and a copy taken and annotated with the date of the check, to ensure no disqualifications or endorsements have been added.
- 3.4. Drivers who passed their driving test after January 1997 are required to hold a D1 PCV driving licence in relation to the use of the minibus and if the D1 has been obtained within the last 12 months should forward a copy of the licence and certificate to ECC Fleet Operations who will issue a competence certificate.
- 3.5. Drivers who passed their driving test after January 1997 but not within the previous 12 months, must obtain medical clearance from Occupational Health and then pass a minibus assessment, arranged via ECC Fleet Operations. ECC Fleet Operations will then issue a competence certificate.
- 3.6. Drivers who passed their driving test before January 1997 and automatically received the D1 category on their licence, must obtain medical clearance from Occupational Health and then pass a minibus assessment, arranged via ECC Fleet Operations. ECC Fleet Operations will then issue a competence certificate.
- 3.7. Drivers over the age of 50 must obtain medical clearance from Occupational Health every five years.
- 3.8. Drivers must inform the School Business Manager and obtain medical clearance from Occupational Health if their health changes such that driving could be affected.
- 3.9. Drivers will be reassessed by an assessor for minibus driving competence every five years.

4. MAINTENANCE/LICENSING

- 4.1. Overall responsibility for ensuring that the School Minibus is properly maintained and licenced lies with the Headteacher. However, this responsibility may be devolved to the School Business Manager.
- 4.2. The School Minibus should be regularly serviced every 6-8 weeks. The School Business Manager is responsible for arranging this servicing with a reputable and suitably qualified organisation/company.
- 4.3. Minor checks of the vehicle (oil, water, tyres etc.) will be completed at least every 21 days by the Site Manager.
- 4.4. Prior to any journey, the named driver must complete a visual check of the vehicle in accordance with 5.4 below.
- 4.5. Licencing of the School Minibus is the responsibility of the School Business Manager, who must ensure that all Road Tax, Insurance and MOT certificates are up to date.
- 4.6. A legible, not faded, S19 Minibus permit must be displayed on the vehicle at all times. This should be renewed every 5 years by the School Business Manager.

5. PROCEDURES FOR BOOKING THE MINIBUS

- 5.1. The School Minibus should not be used unless the named driver meets the eligibility requirements above.
- 5.2. Those wishing to use the School Minibus should book it out by speaking to the school office who will put the event in the school diary.
- 5.3. The Headteacher has overall responsibility for the School Minibus and final powers of authorisation over its use. This responsibility may be devolved to the School Business Manager.
- 5.4. Drivers of the School Minibus must complete a Vehicle Check Sheet before every journey (appendix 1), which can be found in the minibus. This is to allow careful monitoring of the minibus, its condition and its general use. Drivers should record mileage at the start and end of each journey and record this in the mileage log sheet (appendix 2) and complete a driver's log (appendix 3) also kept in the minibus.
- 5.5. Any defects noted should be reported to the School Business Manager as soon as possible. More serious defects **MUST** be reported **IMMEDIATELY**. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle **MUST NOT** be taken onto the road. If the minibus is returned after school hours/late an additional warning note must be left attached to the steering wheel to prevent any further use before checks can be made.
- 5.6. The School Minibus should be collected from and returned to the school grounds and keys should be returned to the School Office at the end of the journey, or as soon as is possible thereafter, and placed in the Headteacher's safe.
- 5.7. Any claims for fuel reimbursement should be made to the School Business Manager and be accompanied by a valid VAT receipt.

6. DRIVING

6.1. Minibuses first registered on or after 1 January 2005 must be fitted with a speed limiter set to 100 KPH (approximately 62 mph). These vehicles are banned from using the right-hand lane of motorways where 3 or more lanes are open for traffic.

6.2. On roads other than motorways the speed of the vehicle should be limited to the following:

Dual carriageways	60mph
Other roads	50mph

6.3. Securely fitted roof racks can be used but must not be overloaded; the manufacturer's weight limit should never be exceeded.

6.4. a trailer may be used to carry luggage or equipment under the following conditions:

- Drivers who passed their driving test before 1 January 1997 may tow a trailer of any weight, up to the maximum train weight of the minibus.
- Drivers who passed their driving test on or after 1 January 1997 who have a D1 entitlement on their licence may tow a trailer up to 750kgs on a minibus. To tow a trailer above 750kgs, the driver must have D1 + E entitlement on their licence. Without this entitlement, drivers who obtained their car driving licence on or after 1 January 1997 are not permitted to tow a trailer on a minibus.

Minibuses with trailers are also prohibited from using the outside lane on motorways with three or more lanes.

7. ACCIDENTS AND BREAKDOWNS

7.1. Where it is safe and necessary to do so pupils should be removed from the vehicle and taken to a safe area away from the vehicle / accident site, where they should be fully supervised.

7.2. The driver should inform the Headteacher as soon as is reasonably possible, *but for major incidents contact the emergency services first.*

7.3. In the case of a breakdown, the Breakdown Service indicated on the windscreen should be contacted as soon as is reasonably possible.

7.4. In the case of an accident: Insurance details should be exchanged with a third party as soon as is possible using the Fleet/Minibus Drivers Accident Slip (appendix 4), copies of which are kept in the minibus. NO LIABILITY should be admitted.

7.5. Windscreen damage can be repaired by calling Autoglass (**0800 083 6524**), a copy of their card is kept in the minibus for reference. Essex County Council should be quoted together with the account number **608761**. Autoglass will then arrange a repair or replacement at a convenient time and location. No payment should be made to Autoglass, the School will be recharged as necessary directly by Essex County Council.

7.6. A claim form, available from the School Office, should be completed by the driver as soon as possible and for accidents and windscreen repair. This should be passed to

the School Business Manager for submission to the Insurance Team. This is in addition to the Drivers Accident Slip in 7.3 above.

8. HEALTH AND SAFETY OF DRIVERS AND PASSENGERS

8.1. The Driver should state the following to Pupils.

8.1.1. Seatbelts must be worn at all times. This is a legal requirement (It is the driver's responsibility to check this).

8.1.2. Everyone should remain seated at all times.

8.1.3. Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

8.1.4. Which entry and exit doors are to be used (it is recommended that side doors be used except in emergencies).

8.2. If at any time the pupils distract the driver, s/he should stop the bus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers. Where possible park the bus with the side doors to the kerb. Where this is not possible, Pupils should remain seated until staff are able to supervise them from the road.

8.3. Drivers **MUST** not drive for longer than 2 ½ hours without taking a break for at least 15 minutes. Remember tiredness kills.

8.4. It is essential that all journeys in the School Minibus be staffed by the driver and at least one escort. Under no circumstances should pupils be taken on a journey on the minibus accompanied by only one adult.

9. MINIBUS USE BY OTHER SCHOOLS / THIRD PARTIES

9.1. The minibus can be hired out to other schools or third party groups. Rates for hiring will be determined by the Governors.

9.2. The organisation must have their own s.19 permit and the use of the minibus must be for normal activities of the group.

9.3. The School must ensure that any third party driver has a clean, valid driving licence with D1 category and experience of driving such vehicles. If the hirer is an ECC school the driver policy in 3 above should be complied with.

9.4. The School should ensure that the third party has their own appropriate motor insurance cover.

10. PERSONAL USE OF THE MINIBUS BY SCHOOL STAFF

10.1. The minibus is only insured for business use of the School and cannot be used for social, domestic and pleasure purposes. Staff are therefore unable to use the minibus for personal use, unless in accordance with section 9 above.

Appendix 1 Driver's Vehicle Check Sheet

Driver's name

Date

Vehicle no., make and type

Fleet/serial no.

Odometer reading

Daily or shift check (tick or cross)					
Fuel/oil/waste leaks		Wipers		Mirrors	
Battery (if accessible)		Washers		Steering	
Tyres and wheel fixing		Horn		Heating/ventilation	
Brakes		Glass		Body interior	
Doors and exits		Reflectors		Excessive engine exhaust smoke	
Indicators		Body exterior			
Fire extinguisher		First-aid kit			

REPORT DEFECTS HERE	RECTIFIED
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Write NIL here if no defects found

Driver's signature

Defects rectified by

Signature Date

GUIDE TO MAINTAINING ROADWORTHINESS – PSV DRIVERS' WALKAROUND CHECK PULL-OUT

MIRRORS AND GLASS

- Check that all mirrors that should be there:**
- are there;
 - are fitted properly; and
 - are securely mounted.
- Check that your view of the road (especially in the driver's side mirror area) isn't obscured by:**
- damaged glass;
 - discoloured glass; or
 - obstructions (stickers, etc.).
- Check that the side windows are not damaged or discoloured in a way that obscures your view to a mirror.**

STEERING

- Check steering for excessive play:**
- When checking for loose understeer vehicle, check the major steering components to ensure that they are present and undamaged.

FIRST AID KIT

- Check that:**
- the first aid kit is present (if applicable);
 - the first aid kit is in good condition; and
 - the first aid kit is easily accessible.

FIRE EXTINGUISHER

- Check that:**
- the fire extinguisher is of the correct type (it must contain water or foam and be marked BS 5422 or EN3 or have a minimum fire rating of at least 89 or 21B1);
 - the fire extinguisher is easily accessible; and
 - the fire extinguisher is in good condition and is not damaged.

DOORS AND EXITS

- Check that:**
- door/emergency exits are fully operational, secure when shut (not jammed shut) and can be opened to their fullest extent; and
 - emergency exit markings are present and clearly visible – lights are operational.

BODY INTERIOR

- Check that:**
- no seats are obstructed;
 - nothing that a passenger may walk on in normal use will collapse or is defective or insecure;
 - retractable steps work correctly;
 - seats are all secure, undamaged and retract automatically when not in use; (if equipped with autochairs, guard rails, padded handrails and harnesses are all in place. (When known to be company fitted) and are secure);
 - engine interior covers are present and in a condition that doesn't allow flames to enter the passenger compartment;
 - interior lights are all present and working;
 - wheelchair risers/steps (where installed) are working correctly; and
 - ancillary equipment is not in a condition likely to endanger passengers.

EMERGENCY EXIT HAMMER

- Check that:**
- the hammer is present and readily accessible.

BODY EXTERIOR

When checking for leaks under the vehicle, look at the chassis to ensure that there is nothing insecure or heavily worn, corroded or cracked.

- Check that:**
- body panels, luggage compartment doors and access doors don't have angled edges or are insecure and
 - luggage compartment doors and access doors are secure when closed.

REFLECTORS

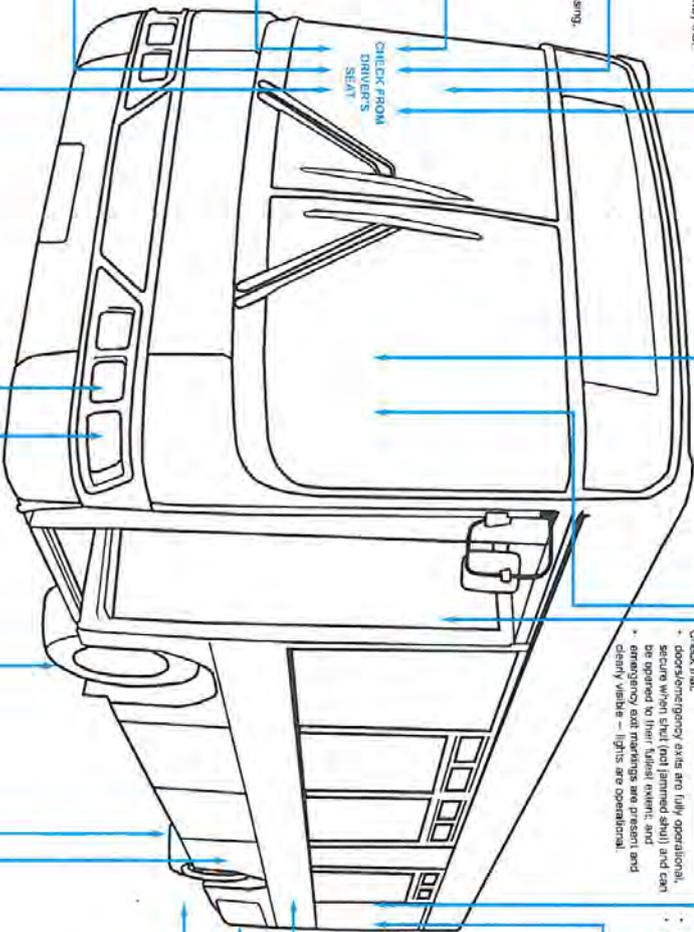
- Check that the reflectors are not:**
- obscured;
 - missing;
 - broken; or
 - of the wrong colour.

FUEL, OIL AND WASTE LEAKS

- With engine on, check:
- underneath vehicle for any leaks of fuel or oil;
 - that fuel filler cap is properly secured; and
 - that there is no waste leaking which would cause danger to other road users.
- If leaks are detected that aren't fuel or oil, trace the cause (i.e. power steering fluid, water, waste, etc.).

BATTERY (IF EASILY ACCESSIBLE)

- Check that:**
- battery is held securely in place by the correct means, not by its cables; and
 - battery is not leaking and caps are filled.



WINDSCREEN WIPERS AND WASHERS

- Check that:**
- wipers move continually when switched on;
 - wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers; and
 - washer fluid at open and are operational.

HEATING/VENTILATION

- Check that:**
- any heated-air ventilation systems are effective;
 - any fresh-air ventilation systems are secure;
 - more than half of the ventilation system is operational (when not a forced-air system); and
 - de-mister equipment works effectively.

HORN

- Check that:**
- horn control is easily accessible from driver's seat; and
 - horn unit works when control is operated.

EXCESSIVE ENGINE EXHAUST SMOKE

- Check that:**
- the exhaust doesn't emit excessive amounts of smoke.

LIGHTS AND INDICATORS

- Check that:**
- all lights and indicators work correctly in all their modes of operation (including hazard);
 - stop lamps are present, not faulty and are of the correct colour; and when released;
 - marker lights are present and working (where applicable); and
 - warning lamp, full headlamp warning lamp, parking brake warning lamp, etc.).

TYRE AND WHEEL FIXING

- Check as much of each tyre or wheel as you can see. There must be:**
- minimum tread depth of 1mm;
 - sufficient inflation of each tyre;
 - no deep cuts in the sidewall;
 - no cord visible anywhere on tyre; and
 - no missing or insecure wheel-nuts.

Appendix 4

FLEET/MINIBUS DRIVERS ACCIDENT SLIP

In the event of an accident please use this form to gather important information and report the incident as soon as possible to the Site Manager or School Business Manager.

Driver to keep this section

Driver Name - _____ Third Party Name: _____

Driver Vehicle Reg.: _____ Third Party Vehicle Reg.: _____

Date of accident: _____ Time: _____

No of passengers in third party vehicle: _____

Any injuries:

Third party address and contact details:

Witness details

Take photos of third party damage if safe to do so

PTO to note any additional information

Complete the section below with your registration number and name and leave with the third party

Third Party to keep this section

Please Contact TopMark Claims Management Ltd on **0141 331 6831** or
Email: admin@topmarkadjusters.co.uk

Driver Name:	
Driver Vehicle Reg:	
Insurer & Policy No:	Travelers - UC POP 3981680
Policyholder Name:	Essex County Council

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FLEET/MINIBUS DRIVERS ACCIDENT SLIP
Driver to keep this section

Additional information / Sketch of accident:

Please send this accident slip along with your completed claim form to the School Business Manager.

Educational Visits Support – Advice and Guidance – September 2017

ECC Educational Visits Support Team

Statement Update: September 2017

Employer Guidance: Guidance for the Management of Outdoor Learning, Learning Outside the Classroom (LOtC) and Offsite Visits supported by the EES Educational Visits Support Team. Contact : educational.visits@essex.gov.uk or

Norberto.fusi@eesforschools.org

It is a legal expectation that employees must work within the requirements of their employer's guidance: therefore Essex County Council establishments must follow the requirements of the 'Outdoor Education Advisers Panel National Guidance' (OEAPNG), as well as the requirements of this Statement.

OEAPNG guidance can be found on the following website : www.oeapng.info/

Where there is any variance of policy between the National Guidance and local policy, this STATEMENT sets out Essex County Council's requirements which take precedence over National Guidance.

Where another employer (such as Governing Body of a Voluntary Aided, Foundation or Academy School) subscribes to ECC's Educational Visits Support, they should adopt OEAPNG and note this in their establishment's Educational Visits Policy.

Where an Essex employee commissions LOtC activity, they must ensure that such commissioned agent has either: Adopted OEAP National Guidance or Has a system in place where standards are no less than those required by OEAP National Guidance.

EVOLVE website for managing all establishment visits.

A complete package for school off-site visit management: see

Specific ECC Requirements

Training courses: booked through the ECC PLD website: www.eescpdportal.org

Training Requirements:

All EVC's should be formally trained with update training every 3 years.

EVC's should provide Visit Leaders with **annual training** (formal or informal) briefings, updates, etc.

Training and induction can be in-house led by EVC or by the County Educational Visits Officer.

All CPD Visits Training should be logged on the staff 'profile' on EVOLVE.

Approval and Notification: For Overseas/Adventurous/Residential ECC establishments must submit visits through the web-based notification system for notification or final approval.

UK Residential and Adventurous Activity using an LOtC Quality Badged Provider can now be given approval by the ECV /Head/ without further submission to ECC.

(A request may still be made to the Educational Visits Advisor to review the approval on EVOLVE.)

These visits still require at least 4 weeks' notice if approval is required by ECC.

Educational Visits Support – Advice and Guidance – September 2017

Employer Guidance : OEAPNG : www.oeapng.info Please see advice and guidance documents noted in the following sections :

Risk Management: For general advice see www.oeapng.info keyword :doc.4.3c (Risk Management)

Emergency Planning and Critical Incident Support: see document 4.1b Offsite Visit Emergencies.

Specific guidance and support documents are available in the Resources section of Evolve. The Essex Critical Incident guidance should be followed and contains the LA notification numbers. Critical Incident cards are available from the Educational Visits Support Team. A pdf. copy can also be found in the Resources section of EVOLVE.

Guidance also available from Essex Schools Infolink (responding to critical incidents)
<http://schools.essex.gov.uk/admin/hs/Pages/portal.aspx>

Role specific Requirements and recommendations: see specific guidance for your role option on OEAPNG homepage. : Visit Leader, Assistant Leader, Parent, Employer, EVC, Head/Manager, Governors

Provider Assurances: The Learning Outside the Classroom (LOtC) Quality Badge provides for the first time a national accreditation combining the essential elements of provision – learning and safety – into one easily recognisable and trusted Quality Badge for all types of Learning Outside the Classroom provider organisations. Essex County Council recommends the use of the LOtC Quality Badge to all our school establishments and Youth Groups.

Transport: Essex employees must abide by ECC HSP 9.24 Minibuses see EVOLVE Resources ECC)

DofE - All Essex DofE Licensed Organisation establishments must follow the current Essex DofE Standards (2016). All leaders and co-ordinators should familiarise themselves with these Standards.

Adventurous Activity : All staff involved in delivering Adventurous activity or DofE visits must create and regularly update their details on their 'Staff Profile' on the EVOLVE system:
www.essexvisits.org.uk